



**U.S. DEPARTMENT OF STATE
U.S. EMBASSY BAMAKO
Notice of Funding Opportunity
American Spaces Support Funds**



This notice is subject to the availability of funding.

Funding Opportunity Title: Training for English Club Leaders

Funding Opportunity Number: AF-BAMAKO-FY21-03

Deadline for Applications: August 2, 2021

Total Amount Available: \$15,000

1. PROGRAM DESCRIPTION

The U.S. Embassy Bamako announces an open competition for qualified organizations and individuals to submit applications to carry out a program to train high school and university English club leaders in pedagogy, leadership, techniques to enhance speaking ability, and membership development, retention, and engagement.

Participants and Target Audience: Leaders of high school and university English clubs in Bamako that have been operational for at least three years. Leaders can be students or teachers at the educational institution at which the English club is based who are regularly and actively involved in the facilitation of the English club. Selected participants must intend to serve at least two more years in their institution's English club.

The program goals are to:

- Promote the use and spread of the English language through English clubs.
- Strengthen student-centered learning, critical thinking, and communicative methodologies in target English Club activities.
- Foster the development of English language learning and teaching at target Malian institutions by providing technical and pedagogical support for English Clubs.
- Help English club leaders serve as role models and mentors to other English teachers and students, providing a multiplier effect that strengthens the teaching of English at the leaders' educational institutions.
- Increase English club leaders' potential to participate successfully in Mali's socio-economic development and increase their chances of competing for and participating in future U.S. exchange and study programs. Expose participants to U.S. exchange and study opportunities and prepare them to share the information with their peers.
- Expose participants to U.S. culture and democratic values through the English language.

Proposals must include the following elements:

- detailed overview of the program's curriculum, including a proposed schedule and syllabus outlining the topics to be covered;
- course monitoring and evaluation plan;
- overview of strategy to recruit and select English club leaders to participate;
- mechanism for providing post-course feedback on the leaders' performance; and
- detailed information about the project members and instructor(s), including CV, resume and other relevant professional experience.

The American Center Bamako is providing maximum flexibility for applicant organizations and individuals to offer program models that effectively meet the overall goals of the program.

Suggested elements of the program, in no particular order, are as follows:

- Competitive programs will have at least 1.5 to four hours of contact time per week.
- Programs may be up to six months in duration.
- Programs should include intensive, hands-on English teaching education, leadership development training, and exposure to U.S. embassy opportunities and U.S. culture.
- Curriculum should incorporate resources and publications from americanenglish.state.gov such as the [Handbook for English Club Leaders](#).
- Proposals that identify an appropriate venue in Bamako for in-person gatherings will be given priority consideration. The activities completed under this Notice of Funding Opportunity will not be completed at the American Center in Bamako.

IMPROVE ENGLISH TEACHING AND LEARNING, ESPECIALLY SPEAKING ABILITY

- Proposed programs should promote interactive English language teaching and enable participants to build the speaking skills of English club members.

DEVELOP ORGANIZATIONAL LEADERSHIP AND MANAGEMENT SKILLS

- Activities should help the English club faculty sponsors and student leaders more effectively guide their clubs' activities and learning.
- Participants should work in teams and develop relationships with other participants.
- Proposed programs should incorporate interactive skills-building activities, activities that prompt reflection and critical thinking, individual and group activities, and at-home activities that reinforce classroom learning.

PROMOTE U.S. CULTURE, IDEAS, AND U.S. GOVERNMENT-SPONSORED PROGRAMS

- Activities should promote a better understanding of the United States.
- Increase English club leaders' potential to participate successfully in Mali's socio-economic development and increase their chances of competing for and participating in future U.S. exchange and study programs.
- Activities should build participants' capacity to promote U.S. exchange and study opportunities and U.S. culture to their peers.

2. FEDERAL AWARD INFORMATION

Length of performance period: 12 months

Number of awards anticipated: 1 award

Award amounts: \$15,000

Total available funding: \$15,000

Type of Funding: FY2021 American Spaces Support Funding

Anticipated program start date: Flexible, but no later than November 2021

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. As this will be a cooperative agreement, U.S. Embassy Bamako will have substantial involvement in this effort including approval of the participant selection process, program structure and content, and monitoring and evaluation plan.

Program Performance Period: All work under this cooperative agreement should be completed in 12 months or less. Applicants should allow enough time following the training program to conduct meaningful follow-up and evaluation with the participants.

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

3. ELIGIBILITY INFORMATION

3A. Eligible Applicants

For-profit or commercial entities are not eligible to apply for this award. All other interested individuals and organizations can apply for the award, including:

- Professional or civil society associations and organizations working in English instruction, curriculum development, and leadership.
- Malian non-profit/nongovernmental organizations or U.S. or foreign non-profit/nongovernmental organizations with significant experience in Mali.
- Accredited public and private non-profit educational institutions.
- Individuals.

3B. Cost Sharing or Matching

No cost share is required for this award. Preference will be given to applicants that limit funding requests for technology equipment like laptops and tablets.

3C. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Certain organizations can apply without these registrations and wait to be selected to register for them. Please see Section D3 for information on how to obtain these registrations. Note: Individual persons do not need to register in these systems, only organizations must do this. NOTE: Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

4. APPLICATION AND SUBMISSION INFORMATION

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

4A. Content of Application: All applications must meet the below requirements to be eligible.

- The proposal clearly addresses the goals and objectives of this funding opportunity.
- All documents are in English and budgets are in U.S. dollars.
- All proposals are submitted in Word Document or PDF format.

The following documents are **required**:

1. Mandatory application forms

- **SF-424** (*Application for Federal Assistance – organizations*)
 - or **SF-424-I** (*Application for Federal Assistance --individuals*)
- **SF-424A** (*Budget Information for Non-Construction Programs*)
- **SF-424B** (*Assurances for Non-Construction Programs*) **NOTE: the SF-424B is only required for individuals and for organizations not registered in SAM.gov**

2. Summary Page: Cover sheet stating the applicant's name and organization, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (10 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed

- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
 - **Program Activities:** Describe the program activities and how they will help achieve the objectives.
 - **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
 - **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
 - **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
 - **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
 - **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
 - **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
4. **Budget Justification Narrative:** After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. Applicants should budget for participants’ travel, food, and telephone data costs, if applicable. Applicants should limit the amount of the budget allocated to equipment such as iPads and computers. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program.
- Letters of support from program partners describing the roles and responsibilities of each partner.
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities.

4B. Unique Entity Identifier and System for Award Management (SAM.gov)

Organizations selected for funding must already have or be able to get the below registrations. All are free of charge. NOTE: Individual persons do not need to register in these systems, only organizations must do this.

- Unique Identifier Number from Dun & Bradstreet (DUNS Number)
- NCAGE/CAGE Code

- SAM.gov Registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

- **DUNS application:** Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one at <http://fedgov.dnb.com/webform>.
- **NCAGE application:** Complete the application at <https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage>.

For NCAGE help from within the United States, call 1-888-227-2423

For NCAGE help from outside the United States, call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov.

- **SAM.gov registration:** Complete the registration at <https://www.sam.gov>. SAM registration must be renewed annually.

4C. Submission Instructions

Applications are due no later than **August 2, 2021** to PASBamako@state.gov. Only electronic submissions will be accepted.

4D. Funding Restrictions

Award funds may not be used for construction projects, vehicle purchases, or the purchase of alcohol. Other restrictions may apply.

5. APPLICATION REVIEW INFORMATION

5A. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are considered collectively in judging the overall quality of an application.

- **Quality and Feasibility of the Program Idea:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.
- **Organizational Capacity and Record on Previous Grants:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

- **Program Planning/Ability to Achieve Objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
- **Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
- **Monitoring and Evaluation Plan:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.
- **Sustainability:** Program activities will continue to have positive impact after the end of the program.

5B. Review and Selection Process

A review committee will evaluate all eligible applications in August 2021.

5C. Anticipated Announcement and Federal Award Date: September 2021

6. FEDERAL AWARD ADMINISTRATION INFORMATION

6A. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payments will be made in at least two installments, as needed to carry out the program activities.

Organizations whose applications will not be funded will also be notified via email

6B. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award to ensure that they will be able to comply. These include:

- 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at <https://www.state.gov/about-us-office-of-the-procurement-executive/>.
- Note the U.S flag branding and marking requirements in the Standard Terms and Conditions.

6C. Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

6D. Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

7. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PASBamako@state.gov. Please note that we do not provide any pre-consultation for application-related questions that are addressed in the notice of funding opportunity. Once an application has been submitted, State Department officials and staff may not discuss this competition with applicants until the entire proposal review process is completed.

8. OTHER INFORMATION

Guidelines for Budget Justification

- **Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.
- **Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

- **Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.
- **Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.
- **Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.
- **Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.
- **Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.
- **Cost Sharing:** “Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.
- **Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.

American Center Bamako will confirm receipt of your application via the email address provided on your submission package within 10 business days. If you have not heard from us within that timeframe, please feel free to ask for confirmation of receipt at PASBamako@state.gov. Due to the large number of proposals we receive, we are unable to provide individualized feedback on proposals.